

YADKIN COUNTY BOARD OF COMMISSIONERS REGULAR SESSION MINUTES

Monday, December 16, 2013

The Board of Commissioners of the County of Yadkin, State of North Carolina, met in Regular Session in the Commissioners' Meeting Room of the Yadkin County Human Services Building located at 217 East Willow Street, Yadkinville, NC on December 16, 2013 at 7:00pm.

Present were:

Chairman Kevin Austin
Vice Chairman David Moxley
Commissioner Gilbert Hemric
Commissioner Marion Welborn
Commissioner Frank Zachary

Staff present: County Attorney, Ed Powell; County Manager, Aaron Church; Deputy County Manager/Finance Officer, Lisa Hughes; and Deputy Clerk to the Board, Tanya Gentry.

INVOCATION led by County Manager Aaron Church.

CALL TO ORDER by Chairman Austin at 7:00pm.

PLEDGE OF ALLEGIANCE led by the State Champion Starmount Lady Rams volleyball team. Their team is made up of Leah Simpson, Erin Barr, Samantha Welborn, Rachel Castevens, Hunter Welborn, Alli St. John, Haley Hartman, Brittany Zellar, Ashley Johnson, Sarah Wagoner, and Alli Jones.

ADJUSTMENTS TO/ADOPTION OF THE AGENDA

Commissioner Zachary made a motion to adopt the Agenda as presented. Commissioner Hemric second.

Vote: 5/0.

PUBLIC COMMENTS

No public speakers came forward. Chairman Austin closed the Public Comments portion at 7:04pm.

APPROVAL OF MINUTES

The November 18, 2013 Closed Session minutes and the December 2, 2013 Regular and Closed Session minutes were reviewed. **Commissioner Welborn made a motion to approve all three sets of minutes as presented. Commissioner Zachary second.**

Vote: 5/0.

REPORTS/REQUESTS OF THE BOARD

There were no reports to the Board.

CONSENT AGENDA

Vice Chairman Moxley made a motion to approve the Consent Agenda items as presented. Commissioner Welborn second.

Vote: 5/0.

The Consent Agenda items that were approved by the Board are as follows:

Administration Budget Amendment

Line Item	Account	Current Budget	Increase/(Decrease)	New Budget
Miscellaneous Revenue	1044000-48900	4,000	27,563	31,563
Transfer to Self-Insurance Fund	1054212-57090	177,448	27,563	205,011
Transfer from General Fund	8844120-42410	177,448	27,563	205,011

YMCA Corporate Partnership	8854120-51398	0	27,563	27,563
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The County received \$27,563.00 from MetLife insurance dividends purchased in the early 2000's. This amendment will transfer those funds into a YMCA Corporate Partnership line that will be used to improve the overall wellness of County employees, thereby reducing future medical claims.

Animal Control/Sheriff Budget Amendment

Line Item	Account	Current Budget	Increase/(Decrease)	New Budget
Miscellaneous Revenue	1044000-48900	4,000	10,000	14,000
Animal Cont. Spay/Neuter Program	1054380-52032	0	4,000	4,000
Animal Cont. Adoption Asst	1054380-52033	0	2,000	2,000
Sheriff's Prevention/Education	1054310-52065	5,000	4,000	9,000

The County received an anonymous donation of \$10,000.00. This amendment will transfer the funds into Animal Control and the Sheriff's Office lines as the Board of Commissioners designated at their 11/18/2013 meeting.

Human Services -- DSS Budget Amendment

Line Item	Account	Current Budget	Increase/(Decrease)	New Budget
LIEAP Expenditure	1055500-57961	189,415	288	189,703
LIEAP Revenue	1045320-42230	25,196	288	25,484

The County received additional Federal Funds for LIEAP Program. The total funds the County received is \$189,703.00.

Human Services -- Medical Budget Amendment

Line Item	Account	Current Budget	Increase/(Decrease)	New Budget
Health Education NUT, PA, OB	1045190-44228	6,286	2,289	8,585
Health Education/Supplies	1055190-52010	20,930	2,289	23,219

The County received additional State Healthy Communities monies. Healthy Communities funds are used to pay for supplies, equipment, education, & training. The funds also go towards paying some salaries. These additional funds will be used to provide Community education and to purchase supplies for the program.

Reynolds American Foundation Matching Grant Program Agreement for Animal Control

A citizen has made a donation to the Animal Shelter and requested that her employer, RJ Reynolds, match her donation. Reynolds America Foundation has a form that the citizen and the County fills out to formally request the matching funds. The citizen has filled out her part and turned it in to the County to fill out the rest. The matching grant program agreement was placed on the agenda for the Board to review. The Board approved the agreement with Reynolds America Foundation and authorized the County Manager to sign it.

Refund of Portion of Adoption Fee Because Animal was Already Altered

A person adopted a dog from the Animal Shelter and paid the temporarily reduced adoption fee of \$80.00. When the dog was taken to be spayed Dr. Robbins informed the Animal Shelter that the dog was already altered. The person should have paid the temporarily reduced already altered adoption fee of \$25.00. The Shelter requested the Board approve refunding the person the \$55.00 they were overcharged. The Board approved the requested \$55.00 refund.

Tax Adjustments & Refunds for November 2013

The Tax Office requested the Board approve the tax adjustments and refunds needed for the month of November 2013. The Board approved the proposed tax adjustments and refunds for November as requested.

Refunds to Medicaid for Over-Payments

Medicaid overpaid on 6 client's bills. Human Services requested the Board approve refunds for the overpaid amounts. The Board approved the Medical Clinic refunding Medicaid the \$306.49 that was overpaid.

Refunds to Medicaid Clients for Double Payments

In 7 instances the client and Medicaid both paid for services. Human Services requested the Board approve refunding patients the overpaid amounts. The Board approved the Medical Clinic refunding the patients the overpaid amounts totaling \$275.00.

NC Local Government Debt Setoff Clearinghouse Agreement to Protect HIPPA Information

The agreement between the County, the NCACC, and the NC Local Government Debt Setoff Clearinghouse is to ensure that all the parties comply with the health information privacy and security rules promulgated under the Health Insurance Portability & Accountability Act (HIPAA) and to ensure that all the protected information is protected as required by law. The Board approved the agreement and authorized the County Manager to sign it.

Reclassification of Income Maintenance Case Worker II & III to Eligibility Specialist

In the past Income Maintenance Case (IMC) Workers were specialized and only took applications for benefits in their specific program. Adult Medicaid Income Maintenance Case Workers are IMC III's and the Income Maintenance Case Workers for Food Stamps, Family & Children's Medicaid, and Workfirst are IMC II's. With the implementation of the NCFast automated system the Income Maintenance Case Workers are no longer specialized. Instead of only being able to take applications for their specific program they now take applications for all of the available programs. Since they are currently performing the same job duties, Human Services would like to reclassify the IMC II's and III's into Eligibility Specialist positions. The Board approved the reclassifying of position #'s 630024, 630021, 630027, 630016, 630019, 630020, 630013, 630022, 640015, 630025, 630018, 630028, 630091, and 630030 from Income Maintenance Case Worker II, grade 63, to a grade 64 Eligibility Specialist and the Board approved the reclassifying of position #'s 630115, 630023 and 630031 from Income Maintenance Case Worker III, grade 65, to a grade 64 Eligibility Specialist.

Adding Human Services Technician to Classification & Pay Plan and Reclassification of Position

A Human Services Medical Lab Technician and Accounting Clerk have resigned. Rather than asking to fill either of those positions, Human Services would like to create a Human Services Technician position and reclassify the Medical Lab Technician to a Human Services Technician. The Human Services Technician position would perform a large variety of job duties and enable the Medical Clinic to function more efficiently. The Board approved adding the position of a grade 60 Human Services Technician to the County Classification and Pay Plan and the reclassification of the grade 62 Medical Lab Technician I position #70010 to a Human Services Technician.

Salary Increase to Bring Employee #70145 within Pay Grade of New Position

On 12/02/2013 the Board approved reclassifying employee #70145 from a grade 59 Processing Assistant IV to a grade 61 Accounting Technician I. When the employee's salary was reviewed it was discovered that the person's salary is below the minimum salary for the grade 61 position by \$403.00 annually. The Board approved increasing the salary of employee #70145 by the amount of \$403.00 to bring that person within the pay range of their grade 61 position.

Canine & Feline Adoption Sponsorship Program and Donor Form

The Adoption Sponsorship Program will provide an opportunity for individuals to sponsor up to 50% of a shelter animal's adoption fee through a monetary donation. The program provides guidance on the selection of animals for sponsorship and outlines features such as donating in honor or memory of someone and receiving written acknowledgement of their adoption sponsorship. The Board approved the Canine and Feline Adoption Sponsorship Program and Donor Form.

PUBLIC HEARING/ACTION TO SET PUBLIC HEARING

Hold Public Hearing to Consider Zoning Ordinance Text Amendment to Allow Mobile Food Vending

Michael Poston addressed the Board. Services and Development received a zoning text amendment request to allow mobile food vending in the County. The text amendment adds a definition for mobile food vending and allows it as an accessory use in the commercial and industrial districts. Allowing it as an accessory use will help ensure that there is an existing driveway and off the street parking to accommodate customer vehicles. The Planning Board has reviewed the information and voted unanimously to recommend the

zoning text amendment be approved. The public hearing was advertised as required. Chairman Austin opened the public hearing at 7:06pm. No speakers came forward. Chairman Austin closed the public hearing at 7:07pm.

BOARD ACTION

Approve Proposed Text Amendment to Yadkin County Zoning Ordinance

The Board discussed the proposed amendment. Michael Poston told the Board that for someone to get a permit for an accessory use they would make a request to the Services and Development Department. The Department would review it and if the request is granted the person who requested the permit would be sent a letter letting them know the use is allowed. The request would not have to go before the Planning Board for approval. **Commissioner Welborn made a motion to approve the proposed Text Amendment and authorize the Chairman to sign the updated effective date of the zoning ordinance. Commissioner Zachary second.**

Vote: 5/0.

Revised Davis-Martin-Powell Task Order #4 for Sewer System Planning: Brooks Crossroads Area

County Manager Church addressed the Board. Davis-Martin-Powell will do a study on how best to get sewer lines to the Brooks Crossroads area. This study will include an option for providing sewer lines to West Yadkin Elementary School. Two routes will be looked at. One of the routes could be a problem because it would require going under a bridge. Hooking on to existing sewer lines as well as putting in new lines will be looked at. The cost of the work is not to exceed \$9,800.00. **Commissioner Hemric made a motion to approve the Davis-Martin-Powell task order #4 for the Sewer System Planning: Brooks Crossroads Area Project and authorize the County Manager to sign it. Vice Chairman Moxley second.**

Vote: 5/0.

Federal Engineering Contract Amendment

The original contract with Federal Engineering was for them to take the County through the RFP process and the negotiation of a contract with the chosen vendor. The County chose Communications International and has a contract with them to install the 911 Public Safety Mobile Radio System. The contract amendment being considered tonight is for Federal Engineering to provide the County with implementation support for the project. The install needs to be completed in approximately 9 months unless the County is granted another extension. The County is currently operating under an extension. There is no one on staff with the expertise and experience to monitor the installation of the 911 radio system. Federal Engineering believes there will be change orders but they will work to keep the number of them down. The contract amendment cost is \$79,446.00. **Vice Chairman Moxley made a motion to approve the Federal Engineering Contract Amendment and authorize the County Manager to sign it. Commissioner Zachary second.**

Vote: 5/0.

Sharp Business Systems' Document Technology Proposal

Lisa Hughes addressed the Board. The majority of the County's copiers are provided by Sharp. The current Sharp contract does not allow new copiers to be added. Sharp has approached the County with a proposal to buy-out all of the County's copier leases. Sharp will provide new copiers that copy, print, and scan. Besides the leased department printers, the County also has 29 HP and Lexmark desktop printers that are on the network. Sharp has agreed to provide maintenance and supplies for those desktop printers. A 70" Aqua White Board will be provided for use in the Commissioners Room. The proposal includes agreements with Sharp for the maintenance and equipment. It also includes agreements with De Lage Landen; the Sharp lease agreements are financed through them. This proposal will provide a cost savings to the County. The costs associated with the various lease agreements and desktop printers are approximately \$6,476.31 per month and the monthly payment to Sharp would be approximately \$6,068.50 per month. The Board of Elections 36 printers are not included in this proposal. They can be looked at later when all of the information needed for them is ready. **Commissioner Zachary made a motion to approve the Sharp Business Systems' Document Technology Proposal and authorize the County Manager to execute all related documents. Commissioner Welborn second.**

Vote: 5/0.

CALENDAR NOTES

- 1) December 17, 2013 – County Offices Closed from 11:00am to 1:00pm for Employee Christmas Luncheon.
- 2) December 17, 2013 – Ribbon Cutting Ceremony at 2:00pm for the New Jail.
- 3) December 24-26, 2013 – County Offices Closed for Christmas.
- 4) January 1, 2014 – County Offices Closed for New Years.

MANAGER'S REPORTS/BOARD ACTION

Martin Starnes Audit

The County's financial audit has been completed and Martin Starnes will be presenting the information at the next Board of Commissioners Meeting. There was only one finding. The County staff and the auditors did a good job and everything went smoothly. The audit turned out great.

MANAGER'S BUDGET AMENDMENTS & CONTRACTS / NO ACTION REQUIRED

D&F Catering Contract

D & F Catering provided catering services and disposable items for the Yadkin County Christmas party.

Cooke Rentals Agreement

Cooke Rentals delivered and set up a Port-A-Jon at the Deep Creek Precinct for use on Election Day.

YMCA of Northwest NC Corporate Sponsorship Agreement

This corporate membership agreement is for Yadkin County employees to join the YMCA under a corporate membership and pay a reduced fee. The County will pay 20% of the membership fee, the YMCA will pay 20% of the membership fee, and the employee will pay the remaining 60% of the membership fee. The joining fee members also usually pay will be waived.

BOARD VACANCIES/APPOINTMENTS

Joint Nursing Home and Adult Care Home Community Advisory Committee

There are two vacancies on the Committee.

Alternate on the Board of Adjustment

There is a vacancy for an alternate on the Board of Adjustment.

COMMISSIONER COMMENTS

Vice Chairman Moxley said he was glad to have the Starmount volleyball team here tonight to lead the Pledge. He would like to have them come back in the future when the Board can adopt a resolution honoring them for their accomplishments. The team has put in a lot of hard work. He thanked everyone who came tonight. He said he looks forward to the Christmas meal tomorrow and the opening of the jail.

Commissioner Hemric thanked everyone for coming out. He congratulated the Starmount volleyball team for their success. He thanked Lisa Hughes and all of the Finance Department for what they do. He thanked all of the staff. He believes that all of the departments do a good job.

Commissioner Welborn stated he wanted to echo what the other Commissioners have said. He recognized the Starmount volleyball team for their success. Their Coach, Coach Symons, said in an interview after the State game that this is probably the best volleyball team they have had. He thanked Lisa Hughes for her work. She is getting everything on track now. He thanked all of the County employees for their work; he appreciates what they do.

Commissioner Zachary thanked everyone for coming out. It was an honor to have the girls Starmount volleyball team here tonight. He thanked the Sheriff for the Christmas party on Monday night. It was a fine event. He looks forward to the County Christmas party tomorrow. He thanked Lisa Hughes and the Finance staff for their good work. The County's transparency rating is still an A+. The County has a lot to be proud of. He wished everyone a Merry Christmas.

Chairman Austin congratulated the Starmount volleyball team. They have an impressive record, dominating like they did. He thanked all of the staff for keeping everything going so smoothly and doing a great job. He looks forward to the Christmas lunch tomorrow. He also looks forward to Phillip Willard getting his food truck going. His sister, who has recently retired, is starting a food truck in Guilford County. He wished Phillip Willard good luck with his venture. He wished everyone a Merry Christmas.

Chairman Austin made a motion to go into Closed Session pursuant to NCGS 143-318.11(a) (1)(3)(4)(5)(6) to discuss Personnel Matters and to Protect Personnel Information that is Confidential under NCGS 153A-98, and to discuss the potential Location or Expansion of Industries or other Businesses in the County, to Establish the County's Negotiating Position for Acquiring Real Property and to Instruct the County Staff on that Position, and to have a Privileged Consultation with our County Attorney. Commissioner Hemric second.

Vote: 5/0.

After a motion to come out of Closed Session was made and the Board was in **Open Session**, **Commissioner Zachary made a motion to approve Performance Pay Bonus Plan B. Commissioner Welborn second.**

Vote: 5/0.

Vice Chairman Moxley made a motion to create a position titled Senior Environmental Health Specialist at a grade 71 and to add that position to the Classification & Pay Plan. Commissioner Hemric second.

Vote: 5/0.

Commissioner Welborn made a motion to approve the interlocal government agreement with Wilkes County as presented. Vice Chairman Moxley second.

Vote: 5/0.

Commissioner Hemric made a motion to approve an interlocal agreement between the County of Yadkin and the County of Wilkes and authorize the County Manager to negotiate for it to be as advantageous as possible to Yadkin County. Vice Chairman Moxley second.

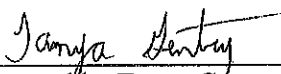
Vote: 5/0.

Commissioner Zachary made a motion to approve a generic independent contract to contract with Environmental Health Specialists as individuals. Commissioner Welborn second.

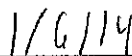
Vote: 5/0.

Commissioner Welborn made a motion to adjourn. Commissioner Zachary second.

Vote: 5/0.


Prepared by Tanya Gentry
Deputy Clerk to the Board


Kevin Austin, Chairman
Yadkin County Board of Commissioners


Date approved by the
Yadkin County Board of Commissioners